Arizona Department of Education

Graduation Rate Study Data Collection Website

User Manual

Contents

1 Introduction

Welcome to the User Manual

Welcome to the Arizona Department of Education (ADE) *Graduation Rate Study Data Collection User Manual*. This user manual has been developed by the ADE to provide instructions for everyone who submits the following:

- Graduation rate study data
- USDE Completer Survey data

Beginning with the 2002 fiscal year, the updated Graduation Rate Study website allows all districts across the state to provide their graduation data online. The website provides forms where you can enter the data for each appropriate school in your district and then submit the data to the ADE.

If you have been using the standard SAIS file drop procedure for delivering other types of data to the ADE, you can use that procedure for your graduation data, also.

> For more information about this procedure, see "*File Drop Alternative*" on page 6.

Training Goals

This user manual is designed to provide you with the skills and knowledge you need to begin using the Graduation Rate Study website. Specifically, this manual:

- Provides you with a general understanding of how the Graduation Rate Study website is designed to collect your graduation data.
- Explains how to use each of the website features for entering graduation data.
- Explains the procedure for submitting graduation data, including basic troubleshooting for data errors.

User Manual

The *Graduation Rate Study Data Collection Website User Manual* is designed to guide you through the use of the Graduation Rate Study website. Within each chapter, you will find the following features:

- Screen captures provide examples of website pages.
- Step-by-step instructions take you through each procedure.
- Key points make sure that you don't overlook critical information.

In addition, a feedback page gives you a method for letting us know how we can improve this manual.

This user manual does not provide instructions on how to collect your graduation data, nor does it explain each of the graduation codes. A separate document, available online, provides detailed code descriptions and use guidelines.

> We recommend that you take a few minutes to go through the "*Graduation Data Entry*" starting on page 7 before beginning to enter your graduation data.

Additional Resources

The following tools are available to help you:

■ Code glossary is available from most of the website pages.

■ A *Graduation Rate Study Code Descriptions* manual has been developed that explains each of the graduation codes and provides examples of their use. This guide can be downloaded from the Graduation Rate Study website.

Data Collection Overview

Use the following general procedure to report Graduation Rate Study data for your district using the graduation data collection website:

Step 1: Collect and prepare the Graduation Rate Study data for each school in your district.

Step 2: Access the Graduation Rate Study website from the ADE common logon.

Step 3: Enter all of the graduation data for a school in your district.

> Graduation data is entered for one school at a time.

Step 4: Check whether your data for this school is accurate and ready for submission. The Graduation Rate Study website reviews your data for accuracy.

Step 5: If your school graduation data contains errors, review, correct and recheck whether your data is accurate.

> If your school's data does not contain errors, it is automatically submitted to the ADE after validation is completed.

Step 6: Repeat **Step 3** through **Step 5** for each school in your district that reports graduation data.

This manual provides instructions for completing **Step 2** through **Step 6** in this procedure.

To help the districts understand the Graduation Rate Study codes and their use, the ADE has developed the *Graduation Rate Study Code Definitions* manual. You can download this manual from the Graduation Rate Study website.

Graduation Code Categories

The Graduation Rate Study website requires you to enter data for each of the following graduation codes in each of the following code categories.

Code Category	Code
Current Year Class Cohort *	■ Original Enrollment
	■ Transfer In
	■ Transfer Out
	■ Deceased
	■ Graduates
	■ Completers
	■ Still Enrolled (Course of Study)
	■ Dropped Out
	■ Status Unknown
	■ GED Recipient
Fifth Year Adjustments *	■ Still Enrolled (Course of Study)
	■ Dropped Out
	■ Status Unknown
	■ GED Recipient
USDE Completer Survey	■ Regular Diploma Recipients
	■ Completers

*   *The codes shows are valid for the 2001 fiscal year. See the Graduation Rate Study Code Definitions manual for information about code changes in future years.*

Detailed explanations for these codes are available in the *Graduation Rate Study Code Definitions* manual.

Graduation Rate Study Website Overview

The Graduation Rate Study website is available from the ADE Common Logon menu.
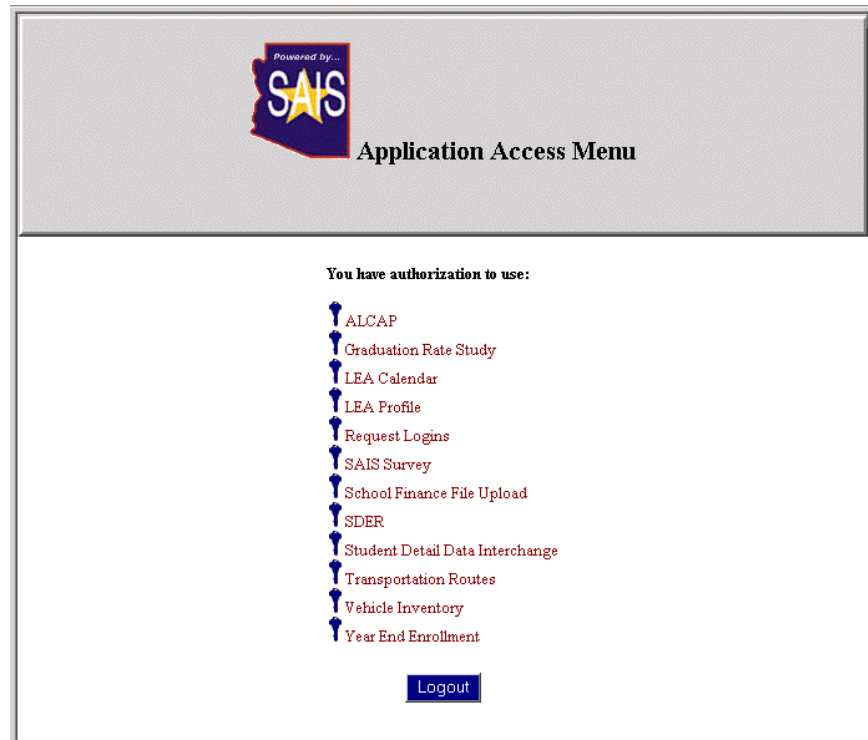
Screen 1: *The SAIS Application Access Menu showing the Graduation Rate Study website.*
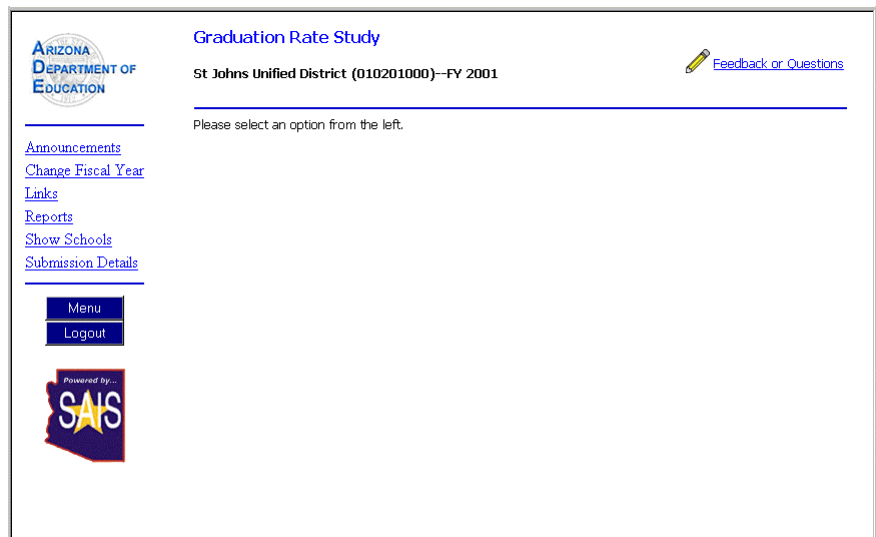
Graduation Rate Study Website Access

To access the Graduation Rate Study website:

Step 1: Use the ADE Common Logon page to display the SAIS Application Access Menu.

Step 2: Select GRADUATION RATE STUDY.

The website displays the Graduation Rate Study main menu page.

Screen 2:   The Graduation Rate Study website main page.

The main page consists of the following components:

Name	Description	Location
Graduation Rate Menu	Provides access to all Graduation Rate Study functions.	Left side of page.
SAIS Options	Provides quick access to other SAIS applications and logout.	Left side of page below Graduation Rate menu options.

After you display the main page, you have the following options:

From Here You Can …	
Click FEEDBACK OR QUESTIONS	Submit a question or feedback to the ADE Help Desk.
Click BACK	Return to the SAIS Application Access Menu.
Make a menu selection	Perform any Graduation Rate Study function.
	For more information about these functions, see "Graduation Rate Menu Options" on page 5.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the Graduation Rate Study website and leave the SAIS common logon area.

Graduation Rate Menu Options

The Graduation Rate Study menu provides access to all of the graduation rate information and tools. The following table identifies each of the menu options and where they are explained in this manual.

Menu Option	Description	Page
ANNOUNCEMENTS	Provides access to information from the ADE about the graduation rate website, submission deadlines, etc.	N/A*

Menu Option	Description	Page
CHANGE FISCAL YEAR	The Graduation Rate Study data collection website always defaults to the current fiscal year. However, in future years, you may want to view or input data for other fiscal year. This option will allow you to change the fiscal year from the current year to another year.	N/A*
LINKS	Provides access to additional resources that can assist you in collecting and reporting your graduation rate data. *This user manual will be available on this page.*	N/A*
REPORTS	Each time you submit graduation rate data for a school, a PDF edit/update report is created. From this page, you can download and view the graduation rate data you have submitted from the Reports & Data section.	N/A*
SHOW SCHOOLS	Provides access to data entry forms for each school in your district.	7
SUBMISSION DETAILS	Provides the tools for submitting completed school graduation rate data to the ADE. Also, this option provides access to error details (when appropriate) for data you are ready to submit.	15

* These options are not covered by this user manual.

Exiting the Graduation Rate Study Website

At any time, you can leave the Graduation Rate Study website and return to the SAIS menu.

To leave the Graduation Rate Study website:

Step 1: If you are entering school data, make sure to save the data for the current graduation code you are working on.

Step 2: Click MENU.

You leave the Graduation Rate Study website and return to the SAIS main menu.

File Drop Alternative

The Graduation Rate Study website was created to assist school districts with reporting their graduation rate data. However, if it is more convenient for you to use the standard SAIS file drop procedure, you may do that instead of using the Graduation Rate Study website.

Complete instructions for the SAIS standard file drop procedure are included in the User Manual located at:

http://www.ade.az.gov/districts/

File format characteristics are defined at:

http://www.ade.az.gov/services/mis/filelayout/sais.asp

2 Graduation Data Entry

Access Your School List

When you access the Graduation Rate Study website from the SAIS Application Access Menu, the website knows your district from your SAIS logon user name. Your district name displays on the Graduation Rate Study main page.
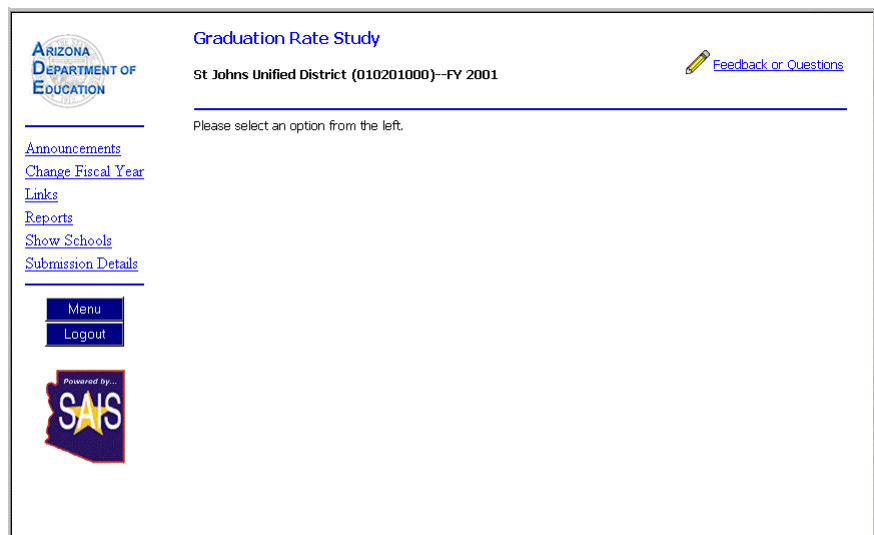
Screen 3:   The Graduation Rate Study website main page showing the school district name.

To display the list of schools for your district:

Step 1:   Display the Graduation Rate Study main page.

If you need help displaying this page, see "*Graduation Rate Study Website Access*" on page 4.

Step 2:   Click SHOW SCHOOLS.

The website displays the school list page for your district.

Screen 4:   The school list page for St. Johns Unified District.

The school list page consists of the following components for each school:

Components	Description
CTDS	The school's CTDS number
School name	The school name

After you display the school list page, you have the following options:

From Here You Can …	
Click on any school	Begin entering graduation data for the selected school
Click CODE GLOSSARY	Displays the graduation code descriptions in a pop-up window.
Click FEEDBACK OR QUESTIONS	Submit a question or feedback to the ADE Help Desk.
Click the browser BACK	Return to the Graduation Rate Study main menu.
Make a menu selection	Perform any Graduation Rate Study function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the Graduation Rate Study website and leave the SAIS common logon area.

Access School Graduation Data

You enter graduation rate data for one school at a time. You enter all of the graduation data for the current fiscal year before you submit the school's data to the ADE.

To access the graduation data for a school in your district:

Step 1:   Display the school list for your district.

If you need help displaying this page, see "*Access Your School List*" on page 7.

Step 2: Click the desired school name.

The website displays the Current Year Class Cohort page.

Screen 5: The Current Year Class Cohort page before any graduation data has been entered.

Current Year Class Cohort Page Components

The Current Year Class Cohort page consists of the following components:

Components	Description
Code Selection	The graduation rate summary page displays the data entered for one graduation code category at a time. These radio buttons indicate which code category is currently displayed.
	The page defaults to Current Year Class Cohort codes.
Codes	The Codes column displays each of the available codes in the displayed code category. The codes provide access to individual input forms. Each code has one line in the table.
	Some codes are not valid until the 2006 class cohort list. These codes display on the page, but cannot be accessed at this time.
Ethnic category columns	The graduation code page breaks down the number of students with each code into the following ethnic categories: ■ White ■ Black ■ Hispanic or Latino ■ American Indian or Eskimo ■ Asian or Pacific Islander For each ethnic category, the numbers are broken out by gender.

Components	Description
Total	The Total column displays the total number of students with each graduation code for the school, broken out by gender.

With the Current Year Class Cohorts page, two special lines are visible. These are the only two lines that are calculated based on the numbers you provide for other graduation codes.

Components	Description
Class Cohort Membership	This line in the Current Year Class Cohort table identifies the number of students that belong to the current fiscal year's class cohort list, broken out by ethnicity and gender.
	This number is calculated from the numbers you provide for the original enrollment, transfers in, transfers out and deceased.
Grad Rate (%)	This line in the Current Year Class Cohort table identifies this school's graduation rate for the current fiscal year, broken out by ethnicity and gender.

> For more information about how the class cohort membership and graduation rate are calculated, see the *Graduation Rate Study Code Definitions* manual available from the Graduation Rate Study website.

When you display the USDE Completer Survey page, one special line is visible. This line is calculated based on the other numbers you provide on this page.

Components	Description
Total Completers	This line in the USDE Completer Survey table calculates the total number of students who either graduated or completed their high school education in this fiscal year, broken out by ethnicity and gender.
	The number is calculated from the graduates and completers number you provided.

After you display the Current Year Class Cohort page, you have the following options:

From Here You Can …	
Click any code	Begin entering graduation data for the selected school.
Select a different graduation code category	Display a different graduation code category page.
Click DELETE ALL DATA FOR THE CODE SELECTION	Deletes any graduation data you have entered for this code category.
Click CODE GLOSSARY	Displays the graduation code descriptions in a pop-up window.

From Here You Can …

Click FEEDBACK OR QUESTIONS	Submit a question or feedback to the ADE Help Desk.
Click the browser BACK	Return to the Graduation Rate Study main menu.
Make a menu selection	Perform any Graduation Rate Study function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the Graduation Rate Study website and leave the SAIS common logon area.

Changing Graduation Code Categories

When you select the school from the school list page, it displays the Current Year Class Cohort codes for the school by default. You can change the graduation code category page display. .

To change the graduation code category:

Step 1: Display the Current Year Class Cohort page.

> If you need help displaying this page, see "*Access School Graduation Data*" on page 8.

Step 2: Click the desired graduation code category in the Code Selection area of the page.

The radio button for the code is selected.

Step 3: Click UPDATE SELECTION.

The website updates the selected graduation code category page.

Screen 6:   The Fifth Year Adjustments page showing the fifth year adjustments graduation code category page before any data has been entered.

Entering Graduation Data

After you display the Current Year Class Cohort page, you can begin entering graduation data for the school.

In general, you will follow this procedure for entering graduation data for a school:

Step 1: Select a graduation code category.

Step 2: Select a graduation code.

Step 3: Enter graduation code data.

Step 4: Repeat **Step 1** through **Step 3** to enter all data for each graduation code category for this school.

You must enter and validate graduation data for one school at a time. Once you submit a school's data, you can no longer change the graduation data for that school.

Pending Changes Message

After you enter and save data for the first graduation code, a warning message displays on each of the code category pages.

There are pending changes waiting for submission.

This message means that you have entered graduation data for this school that has not been validated and submitted to the ADE.

For more information about submitting and validating graduation data, see "*Submitting School Data*" on page 15.

Opening Graduation Code Input Forms

After you have displayed the appropriate graduation code category page, you can open the individual input forms for each code.

To open a graduation code input form:

Step 1: Display the desired graduation code page.

If you need help displaying the page with the desired code category, see "*Changing Graduation Code Categories*" on page 12.

Step 2: Click the desired graduation code.

The website displays the graduation code input form for the selected school within your district.

Screen 7:   The code input form for the Original Enrollment code before any data has been entered.

There is a separate input form for each graduation code. However, the input forms are almost identical because they require you to enter a total student number for each ethnicity and gender.

Components	Description
Ethnic category rows	The graduation code input form page allows you to enter the number of students with this code into the following ethnic categories:
	■ White
	■ Black
	■ Hispanic or Latino
	■ American Indian or Eskimo
	■ Asian or Pacific Islander
	For each ethnic category, the numbers are broken out by gender. You enter a number for each gender (or leave at zero).
Totals	The total number of students by gender with this graduation code.
	To update these numbers after entering data, click RECALC TOTALS. However, it is not necessary to recalculate the page totals before you save the data.

After you enter data on each graduation code input form page, you have the following options:

From Here You Can …	
Enter graduation data	Type the appropriate numbers for this graduation code for students at this school.

From Here You Can …

Click SAVE AND GOTO NEXT	Saves the data you entered for this graduation code and displays the next code in this graduation code category.
	This feature cycles through all of the codes. Once you reach the last code in the category, it returns you to the first code in this category. You must select the screen option SAVE AND SHOW ALL to return to the graduation code page and select a new code category.
Click SAVE AND SHOW ALL	Saves the data you entered for this graduation code and displays the graduation code page for the current graduation code category.
Click RECALC TOTALS	Updates the page totals displayed at the bottom of the page.
	It is not necessary to recalculate the totals on any page before saving the data.
Click CODE GLOSSARY	Displays the graduation code descriptions in a pop-up window.
Click FEEDBACK OR QUESTIONS	Submit a question or feedback to the ADE Help Desk.
Click the browser BACK	Return to the Graduation Rate Study main menu.
Make a menu selection	Perform any Graduation Rate Study function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the Graduation Rate Study website and leave the SAIS common logon area.

3 Submitting Graduation Data

Submitting School Data

You enter all of the graduation data for one school at a time. When you have entered all of the school's data, you submit it to the ADE.

The first step in the submission process is validating your data. As you know, there are many rules that are used to make sure that the graduation data you have entered is accurate. The Graduation Rate Study website validates you school data, and notifies you if it finds any inaccuracies so you can correct them.

Validating School Data

To validate the graduation data you have entered for one school in your district:

Step 1: Complete data entry for all graduation codes and graduation code categories for this school.

Step 2: Click SUBMISSION DETAILS.

The website expands the Submission Details menu options.

Step 3: Click PENDING SUBMISSION.

The website displays the Pending Submission page. The page contains a list of the schools in your district that currently have data entered through this website that has not been submitted to the ADE.

Normally, you will work on one school at a time, so this page would display only the school you are working on.

Screen 8:   The Pending Submission page showing school's graduation data waiting to be submitted.

Step 4: Make sure that only the school you want to submit is checked.

> Remember, you can only submit each school once, so make sure that you have completely entered the school's graduation data in each graduation code category before moving forward.

Step 5: Click SUBMIT CHANGES TO ADE.

The website begins the data validation process.

This process can last several minutes, depending on the amount of data for this school and the number of schools being validated by the ADE at this time.

During this time, the school shows up under the Processing menu option until the validation is complete.

> While you are waiting for the validation, you can begin working on data entry for the next school in your district.

Step 6: Click PROCESSING.

The Processing page displays with your school visible.

Screen 9: The Processing page showing a school's data during the validation processing.

> The Graduation Rate Study website does not automatically update the Processing page. You must press the browser REFRESH button to see if the processing has completed.

Screen 10: The Processing page after the school has completed processing.

> Most of the time, processing your school's graduation rate data should take a couple minutes. It is not unusual for processing to last 10 minutes or longer if you have submitted a large school, or if there are many schools that were submitted at the same time throughout the state. However, if your school remains on the Processing page for more than 20 minutes, contact the ADE at 1-866-577-9636 for further instructions.

At the completion of processing, you must determine which of these outcomes has occurred:

- Your school's data was validated. When this happens, your school's data is automatically submitted to the ADE and the school appears on the Submission History page.

> For more information, see "*Checking Submission History*" on page 18.

■ Your school's data contains errors. When this happens, your school remains on the Pending Submission page with error messages explaining where to correct the data.

For more information, see "*Correcting Validation Errors*" on page 19.

■ An error occurred while processing your data. This rarely happens, but when it does, you must notify the ADE.

For more information, see "*Processing Errors*" on page 18.

Checking Submission History

If your school's data was valid, the website automatically submits it to the ADE and displays this school on the Submission History page.

To check the Submission History page:

Step 1: If the Submission History menu option is not visible, click SUBMISSION DETAILS.

The Submission Details menu options display.

Step 2: Click SUBMISSION HISTORY.

The Submission History page displays the list of all schools in your district that have been successfully submitted.

From this page, you can view the data submitted for the school, but you cannot make any changes.

Screen 11: The Submission History page showing every school in your district that has submitted graduation data successfully to the ADE.

If the school does not appear on the Submission History page, you must check the In Error page. For more information, see "*Processing Errors*" on page 18.

Processing Errors

Occasionally, an error occurs while validating school graduation data. This is not the result of invalid data you have entered for your school.

If your school moves off of the Processing Page and doesn't appear on the Submission History page, you must check the In Error page.

To check the In Error page:

Step 1: If the In Error menu option is not visible, click SUBMISSION DETAILS.

The Submission Details menu options display.

Step 2: Click IN ERROR.

The In Error page displays your school name if a processing error occurred while validating the school's graduation data.

If your school appears on the In Error page, you must contact the ADE at 1-866-577-9636 for further instructions. You can continue to enter and submit data for other schools, but this schools data has not been submitted.

Correcting Validation Errors

If your school's graduation data contained errors, the school appears on the Pending Submissions page and a list of the errors appears at the bottom of the screen.

To correct errors in your school's graduation data:

Step 1: Display the Pending Submissions page.

If you need help displaying this page, see "*Submitting School Data*" on page 15.

The Pending Submissions page displays a list of the schools with graduation data that have not been submitted to the ADE.

This list includes schools with validation errors and schools that have partial data entered.

Screen 12: An example of the Pending Submission page showing a school with invalid data.

Step 2: Click on the school that was not successfully validated.

The Current Year Class Cohort page for this school displays with a list of validation errors listed at the bottom.

Screen 13: *An example of a school's graduation data with validation error messages displayed at the screen bottom.*

Step 3: Use the information in each of the error messages to correct the data for each graduation code category.

Step 4: When all validation errors have been corrected, return to the PENDING SUBMISSIONS page.

Step 5: Resubmit your school for validation.

> For more information about this process, see "*Validating School Data*" on page 15.

4 Putting the Pieces Together

Entering & Submitting School Data

To enter and submit graduation data for a school within your district:

Step 1: Use the Common Logon on the ADE website.

The website displays the SAIS Application Access Menu.

Step 2: Click GRADUATION RATE STUDY.

The website displays the Graduation Rate Study website main page.

Step 3: Click SHOW SCHOOLS.

If you need more information about this, see "*Access Your School List*" on page 7.

The website displays the school list page.

Step 4: Select the desired school.

If you need more information about this, see "*Access School Graduation Data*" on page 8.

The website displays the Current Year Class Cohort page.

Step 5: Select the first graduation code.

If you need more information about this, see "*Opening Graduation Code Input Forms*" on page 12.

The website displays the code input form for the Current Year Class Cohort graduation code category.

Step 6: Type the number of students for this code broken out by ethnic category and gender.

Step 7: Click SAVE AND GOTO NEXT.

The website saves the data you typed and displays the code input form for the next graduation code in this graduation code category.

The SAVE AND GOTO NEXT function cycles through all of the codes in one category. When you have entered all of the data for the Current Year Class Cohort category, you must click SAVE AND SHOW ALL to select the next code category.

Step 8: Repeat **Step 7** and **Step 8** until all student data has been entered for the Current Year Class Cohort graduation code category.

Step 9: Display the Current Year Class Cohort page.

Step 10: Display the Fifth Year Adjustments graduation category page.

> If you need more information about this, see "*Changing Graduation Code Categories*" on page 11.

Step 11: Select the first graduation code.

> If you need more information about this, see "*Opening Graduation Code Input Forms*" on page 12.

The website displays the code input form for the Fifth Year Adjustments graduation code category.

Step 12: Type the number of students for this code broken out by ethnic category and gender.

Step 13: Click SAVE AND GOTO NEXT.

The website saves the data you typed and displays the code input form for the next graduation code in this graduation code category.

> The SAVE AND GOTO NEXT function cycles through all of the codes in one category. When you have entered all of the data for the Fifth Year Adjustments graduation code category, you must click SAVE AND SHOW ALL to select the next code category.

Step 14: Repeat **Step 12** and **Step 13** until all student data has been entered for the Fifth Year Adjustments graduation code category.

Step 15: Display the Fifth Year Adjustments page.

Step 16: Display the USDE Completer Survey graduation category page.

> If you need more information about this, see "*Changing Graduation Code Categories*" on page 11.

Step 17: Select the first graduation code.

> If you need more information about this, see "*Opening Graduation Code Input Forms*" on page 12.

The website displays the code input form for the USDE Completer Survey graduation code category.

Step 18: Type the number of students for this code broken out by ethnic category and gender.

Step 19: Click SAVE AND GOTO NEXT.

The website saves the data you typed and displays the code input form for the next graduation code in this graduation code category.

> The SAVE AND GOTO NEXT function cycles through all of the codes in one category. When you have entered all of the data for the USDE Completer Survey category, you must click SAVE AND SHOW ALL to submit this school's graduation data.

Step 20: Repeat **Step 18** and **Step 19** until all student data has been entered for the USDE Completer Survey graduation code category.

Step 21: Display the USDE Completer Survey page.

Step 22: Submit the school's graduation data for validation.

> If you need more information about this, see "*Validating School Data*" on page 15.

Step 23: If your school graduation data contains errors, review and correct the errors.

> If you need more information about this, see "*Correcting Validation Errors*" on page 19.

Step 24: Repeat **Step 22** and **Step 23** until your graduation data for this school is validated.

Step 25: Verify that your school data has been submitted by checking the SUBMISSION HISTORY page.

> If you need more information about this, see "*Checking Submission History*" on page 18.

Doing Data Entry in Multiple Sessions

If you cannot finish entering all of the graduation data for a school in one session, you can stop entering data and resume where you left off later.

Leaving Data Entry Before You Are Finished

To leave the data entry process before you have finished a school:

Step 1: Mark your stopping point on your graduation data paperwork.

Step 2: Click SAVE AND SHOW SUMMARY.

> It is critical that you save the current page before you logout, otherwise any numbers you typed on the current page will be lost.

The website saves the data you have entered for the current code for this school, and displays the graduation code category page.

Step 3: Click LOGOUT.

You are logged out of the Graduation Rate Study website.

Resuming Data Entry

To resume entering graduation data where you left off:

Step 1: Use the Common Logon on the ADE website.

Step 2: Click GRADUATION RATE STUDY.

The website displays the Graduation Rate Study website main page.

Step 3: Click SHOW SCHOOLS.

The website displays the school list page.

Step 4: Select the school that you were working on from the list.

> If you need more information about this, see "Access Your School List" on page 7.

The website displays the graduation code page.

Step 5: Select the appropriate graduation code category.

> If you need more information about this, see "*Changing Graduation Code Categories*" on page 11.

The website displays the selected graduation code category page.

Step 6: Select the appropriate starting code.

> If you need more information about this, see "*Opening Graduation Code Input Forms*" on page 12.

The website displays the code input form for the selected graduation code.

Step 7: Resume entering data.

Graduation Rate Study Website
User Manual
Feedback Form

Please help us to continually improve our service to you by letting us know how well this user manual met your needs.

1. It was easy to download and print this user manual.   Yes   No

    If NO, please explain your difficulties.

2. This user manual contains accurate information.   Yes   No

    If NO, please provide detailed feedback about what was incorrect, including the page number where the information was found

3. This user manual was easy to use.   Yes   No

    If NO, please provide examples where you had difficulties using the manual, including the page numbers where you had problems.

4. Please provide us with any other feedback about this user manual.

Thank you for taking the time to answer these questions.

Please mail your completed form to: Attention: GRS Feedback, Arizona Department of Education, Research and Policy Division, 1535 W. Jefferson Street, Phoenix, Arizona 85007, FAX: 602.542-5467.